

STATE OF CALIFORNIA

Department of Parks and Recreation

CAREER OPPORTUNITY BULLETIN



Date: March 4, 2013

Amended Bulletin # 830

This Career Opportunity Bulletin may also be viewed on our website at

www.parks.ca.gov

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296-0001

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: March 15, 2013

California Relay Service

TDD 1-800-735-2929

Jobs Phone Line

1-916-653-6995

California State Parks is an equal opportunity employer. It is the Department's policy to ensure that all personnel actions will be conducted in a nondiscriminatory manner. All personnel procedures will be conducted in full compliance with all Federal and State employment requirements. The Department will ensure maintenance of a personnel system which provides equal employment opportunity in hiring, training and promotion – under all terms and conditions of employment – for all purposes, at all levels of the Department's workforce – regardless of age, sex, race, color, creed, religion, political affiliation, natural origin, genetic characteristics, ancestry, disability, medical condition, marital status, veterans status, and sexual orientation. For information concerning the complaint process, contact an EEO Counselor or the Human Rights Office.

Career Opportunity Bulletin #830

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

- **ACCOUNTANT I (SPECIALIST) – ACCOUNTING SERVICES SECTION/CASHIERING UNIT/HEADQUARTERS/SACRAMENTO**
- **GUIDE I, HISTORICAL MONUMENT (PERMANENT INTERMITTENT) – SAN LUIS OBISPO COAST DISTRICT/MUSEUM SECTOR/GUIDE SECTION (20 POSITIONS)**
- **MAINTENANCE MECHANIC – GOLD FIELDS DISTRICT/TECHNICAL SERVICES**
- **WATER AND SEWAGE PLANT SUPERVISOR – SANTA CRUZ DISTRICT/BIG BASIN REDWOODS STATE PARK**

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

- **STATE PARK PEACE OFFICER SUPERVISOR (RANGER) – MENDOCINO DISTRICT/SOUTH SECTOR**
- **STATE PARK PEACE OFFICER SUPERVISOR (RANGER) – TEHACHAPI DISTRICT/SILVERWOOD SECTOR/SILVERWOOD LAKE STATE RECREATION AREA**
- **STATE PARK SUPERINTENDENT II/STATE PARK SUPERINTENDENT I – LAW ENFORCEMENT AND EMERGENCY SERVICES DIVISION/LAW ENFORCEMENT SERVICES/HEADQUARTERS/SACRAMENTO**
- **STATE PARK SUPERINTENDENT IV –TWIN CITIES DISTRICT**

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314.

Only the most qualified candidates will be selected for an interview. All appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (California Statewide Law Enforcement Association – CSLEA)

Positions for voluntary geographic transfers will be filled in accordance with Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 of the unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

549-070-4177-014

ACCOUNTANT I (SPECIALIST)(\$2870 - \$3488) – ACCOUNTING SERVICES SECTION/ CASHIERING UNIT/HEADQUARTERS/SACRAMENTO

The reporting location for this position is at Headquarters located in Sacramento. This position will work under the direction of the Accounting Administrator I, Supervisor. The incumbent will process the report of collections (ROC) received from all park units and district offices for Southern Division. This includes checking for signatures and that all required documentation is attached to the ROC. The incumbent will prepare and key the ROCs in CALSTARS. The incumbent will also maintain and reconcile the ZBA database and ROC Log database for both the Northern and Southern desks. The incumbent is responsible for identifying and correcting discrepancies between the two databases. This position will also handle all deposits received in Headquarters and deposit checks using Remote Deposit Service (RDS). Knowledge of CALSTARS, Microsoft Word, Excel and Access are preferred. **State housing is not available.** For further information regarding this position, please contact Eliza Trejo at (916) 653-8174 or Eliza.Trejo@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

549-742-2794-902

**GUIDE I, HISTORICAL MONUMENT (PERMANENT INTERMITTENT)(\$16.34 - \$19.86/HOUR)
– SAN LUIS OBISPO COAST DISTRICT/MUSEUM SECTOR/GUIDE SECTION (20
POSITIONS)**

The reporting location of this position is the Guide Facility at the hilltop at Hearst Castle®. This position will work under the supervision of a Guide II Supervisor and the direction of the State Park Interpreter III. This position's main responsibilities are conducting tours of the facility, assisting in related interpretive activities for the operation of the tour program at Hearst Castle, assisting with interpretive services for the District, guarding and protecting the District's resources, and serving in a public assistance capacity. The shifts include evenings, weekends, and holidays. The position works in any kind of weather condition and includes considerable amounts of stair climbing, descending, and walking. There is no guarantee of the number of hours that will be assigned to the employee, but this position may work up to 1500 hours per year. **State housing is not available. *This position is pending Budget Office and Executive Personnel Review Committee approvals.*** For further information regarding this position, please contact the Guide Office at (805) 927-2030 or Ty Smith at (805) 927-2157 or TSmith@Hearstcastle.com.

549-690-6940-001

**MAINTENANCE MECHANIC (\$3835 - \$4417) – GOLD FIELDS DISTRICT/TECHNICAL
SERVICES**

The reporting location for this position is the Maintenance Office at the District in Folsom. This position will work under the supervision of the District Maintenance Chief. This position is responsible for the repair of buildings and structures as well as the installation of mechanical, water, sewer, and electrical systems throughout the district. The Maintenance Mechanic will instruct and train other employees on the proper use of tools and equipment. This position serves in a lead capacity and is responsible for the oversight of the maintenance of tools, supplies, materials, facilities, and other equipment as necessary. This position also ensures the safe handling of materials and equipment as well as proper storage of equipment. Journey level skills in carpentry, plumbing, and electrical will be necessary for the successful candidate. Qualities such as strong leadership and the ability to work in a team environment are desirable. A D-1 Water Distribution Certificate is required. The schedule for this position is Monday through Friday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Brian Moses at (916) 988-0205 or Brian.Moses@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

549-716-6723-001

WATER AND SEWAGE PLANT SUPERVISOR (\$4924) – SANTA CRUZ DISTRICT/BIG BASIN REDWOODS STATE PARK

The reporting location for this position is the Wastewater Plant located in Big Basin Redwoods State Park. The position will work under the direction of the Plant Chief Operator. The Water and Sewage Plant Supervisor is a qualified operator who is part of a team that oversees the operation of water and wastewater plant operations in the Santa Cruz District. Besides working in the mountain parks, the incumbent will maintain other wastewater and water systems throughout the Santa Cruz District. The incumbent will be responsible for direct operation, repair, document administration, and maintenance to ensure compliance with state and local health regulations. The requirements for this position are a T-2 Water Treatment and a Grade 1 Wastewater Certificate. The schedule for this position is Sunday through Thursday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Rachel Arias at (831) 335-6311 or Rachel.Arias@parks.ca.gov or Dan Carroll at (831) 338-8875.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer

548-642-0980-002

STATE PARK PEACE OFFICER SUPERVISOR (RANGER) (\$4590 - \$6078) – MENDOCINO DISTRICT/SOUTH SECTOR

The reporting location for this position is the District Office at Russian Gulch State Park. This position will work under the direction of the Superintendent III and serves as the supervisor for visitor services in the South Sector (coastal units: Van Damme south to Schooner Gulch, inland units: Hendy Woods, Montgomery Woods, and Mailliard Redwoods). This position also acts as a district-wide shift supervisor, which will include nights and weekends, and completes special projects and other duties as assigned. This is a unique opportunity to direct visitor services at some of the Department's most spectacular park units. **State housing may be available.** For further information regarding this position, please contact Loren Rex at (707) 937-3118 or Loren.Rex@parks.ca.gov.

548-953-0980-002

STATE PARK PEACE OFFICER SUPERVISOR (RANGER) (\$4590 - \$6078) – TEHACHAPI DISTRICT/SILVERWOOD SECTOR/SILVERWOOD LAKE STATE RECREATION AREA

The reporting location for this position is at Silverwood Lake State Recreation Area (SRA) located in the heart of the San Bernardino National Forest. This position will work under the direction of the Sector Superintendent. Silverwood Lake SRA is part of the State Water Project and includes 130 family campsites, four group campsites, 13 miles of paved hiking and biking trails, two swim beaches, and bald eagle barge tours, and is part of the Pacific Crest Trail. This position serves as shift supervisor and oversees visitor services functional assignments including interpretation, aquatics, boat patrol, and campground operations on a rotational basis with a second Supervising State Park Ranger. **State housing may be available. This position is pending Budget Office and Executive Personnel Review Committee approvals.** For further information regarding this position, please contact Norb Ruhmke at (760) 389-2494 or Norbert.Ruhmke@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer

548-803-0978-005

STATE PARK SUPERINTENDENT II (\$5525 - \$7330)/STATE PARK SUPERINTENDENT I (\$5031 - \$6676) – LAW ENFORCEMENT AND EMERGENCY SERVICES DIVISION/LAW ENFORCEMENT SERVICES/HEADQUARTERS/SACRAMENTO

The reporting location for this position is the Law Enforcement and Emergency Services Division, located at Department Headquarters, Resources Building, in Sacramento. This position will work under the direction of the Law Enforcement and Emergency Services Division Chief. This position serves as the Superintendent of Law Enforcement Services and is responsible for the management and supervision of numerous Department statewide law enforcement programs including Grants, Parking Citations, Legal Updates, Firearms, Non-Lethal Weapons, Soft Body Armor, K-9, Commercial Driver's License, Alcohol and Drug Testing, 1033 Counter Drug Program, Campaign Against Marijuana Planting (CAMP), Peace Officer Identification Cards, Carry Concealed Weapon Certification, DMV Pull Notice, Policy and Handbook Updates, Vehicles, and California Code of Regulations (CCR). This position is responsible for providing annual statistical data to the California Department of Justice, administers Commission on Peace Officer Standards and Training (POST) programs for peace officers, and maintains several law enforcement databases. This position provides technical law enforcement assistance to the Field and other Department Divisions and Units including Personnel, Legal, and Legislation. This position serves a critical role in the development, maintenance, and enforcement of the Department's law enforcement policies and ensures that the Department meets its legally mandated requirements. This position serves with a team of staff that makes up the Law Enforcement & Emergency Services Division; the position responds to field emergencies to provide support or conduct investigations associated with critical events such as officer involved shootings and natural disasters, and may serve as a member of the Department's Operations Center. **State housing is not available.** For further information regarding this position, please contact Richard Dennison at (916) 657-0395 or Richard.Dennison@parks.ca.gov.

548-558-0973-001

STATE PARK SUPERINTENDENT IV (\$6984 - \$9280) – TWIN CITIES DISTRICT

The reporting location for this position is the District Office at Prairie City State Vehicular Recreation Area (SVRA), located in Rancho Cordova. This position works under the direction of and reports to the Chief of the Off-Highway Vehicle Division. The District Superintendent is responsible for oversight and direction of the total administrative, maintenance, visitor services, public protection and law enforcement, interpretation, real property management, and resource management function of Twin Cities District. The District Superintendent provides efficient public service and leadership within budgetary constraints and departmental and divisional guidelines and procedures. Strong analytical abilities, good verbal and written skills are desirable. **State housing may be available.** For further information regarding this position, please contact Phil Jenkins at (916) 324-5801.

******* EXAMINATIONS *******

**The Department of Parks and Recreation has scheduled the following examinations.
Standard State applications (STD. 678) may be sent to:**

**Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001**

Classification: ACCOUNTANT TRAINEE

Recruitment number: 097500-00104179-9PB31

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to www.jobs.ca.gov

Classification: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Recruitment number: 097500-00105393-9PB04

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to www.jobs.ca.gov

Classification: ENVIRONMENTAL SCIENTIST

Recruitment number: 097500-00100762-9PB01

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to www.jobs.ca.gov

Classification: STAFF SERVICES MANAGER I

Recruitment number: 097500-00104800-9PB19

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to www.jobs.ca.gov

Classification: STAFF SERVICES MANAGER II

Recruitment number: 097500-00104800-93914M

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to www.jobs.ca.gov

******* EXAMINATIONS CONTINUED *******

DEPARTMENTAL EXAMS

Classification: PARK MAINTENANCE SUPERVISOR

Exam Code: 3PR03

Final Filing Date: 3/4/2013

Exam Base: Promotional - Statewide

If you have any questions, please contact Exam Analyst Cindy Dougherty at (916) 653-9522.